

# Library

## DEPARTMENT MISSION

The mission of County Library service to is support and strengthen the existing municipal libraries so that all county residents receive quality public library service.

## DEPARTMENT GOALS

Desired results	Objectives - specific steps	Link to Strategic Plan	Completion Date
Provide, and ensure access to, a full range of library services benefiting County residents	Execute contracts with existing municipal public libraries within Jefferson County that fairly reimburse them for providing service and help them plan for the future	Strategy 4.2	Ongoing
	Reimburse existing libraries across the County lines so that citizens who live close to borders are offered accessible quality library service	Strategy 4.2	Ongoing
	Require that each County Library present <i>County Library Standards of Service Guidelines</i> to their Board of Trustees to Set the Expectation for Excellence	Strategy 3.2	Ongoing
Support and help fund libraries' use of technology to expand library access to resources for County residents	Study current technology improvements needed and Jefferson County's role in supporting advancing technology within the County libraries	Strategy 3.2	Study during 2019
Foster collaborations to leverage existing resources and to explore new opportunities	Annually review current library system affiliation	Strategy 1.5	Ongoing
	Encourage communication among County libraries to maximize sharing of ideas, programs, staff, and solutions	Strategy 1.5	Ongoing
	Require attendance at County	Strategy 1.5	Ongoing

	Library Board meetings by County library directors		
Educate Stakeholders about County Library Services	Report to the County Board on an annual basis	Strategy 5.4	Ongoing
	Increase county library marketing efforts through traditional and non-traditional means such as newspaper, social media, and outreach	Strategy 5.4	Ongoing

## PROGRAM EVALUATION

Program/Service Description	Output Measures		
	2017	2018 (Est)	2019 (Est)
Percentage of library circulation of physical items to residents who live in municipalities without libraries (from two years prior)	22.103%	22.232%	22.232%
Percentage of library digital circulation to residents who live in municipalities without libraries	31.08%	31.86%	32%
Number of countywide library public relations activities	27	46	58

## FACTORS INFLUENCING PROGRAM/SERVICE DELIVERY AND ACCOMPLISHMENTS

The libraries in Jefferson County provide important services and are heavily used. It's important to note that they are municipal libraries and, while the County has an important role in their success, the libraries are independently governed by each municipality.

Due to the changing way libraries are used, reliance on circulation as a measurement of usage offers an incomplete picture. However, it is still a valid measurement in terms of stability across the libraries and in terms of the ratio of use by residents who live in areas without libraries—both key elements of the formulas used to reimburse the libraries.

In 2017, the total circulation in Jefferson County decreased 1.7% from the previous year with 987,051 physical items checked out of the nine county libraries. Of those items, 219,439 (which represents 22% of the total) were checked out by Jefferson County residents who live in municipalities without their own libraries. The proportion of circulation for those non-librariied residents mirrors their overall use of the libraries; it has been quite consistent for many years. In 2017, the ratio of non-librariied usage increased by .6%. Even though libraries now circulate digital items in addition to physical items, the circulation of physical items remains the most valid and stable measure of non-resident usage and continues to be the basis for the reimbursement formula. The increase in digital circulations by non-librariied users was 14.7% from 2016 to 2017.

The majority of this 2019 budget request represents a direct reimbursement to county libraries for use by Jefferson County residents without their own libraries that occurred during 2017. These reimbursement payments to the libraries within Jefferson County total \$993,500--an increase of 2% from last year as a result of modest increased library costs.

The formula to calculate the request amount is described below and shown in Table 1.

- Step 1: Sum the nine county libraries' operational expenses from the previous year's state annual report
- Step 2: Calculate the ratio of circulation to county residents who live in municipalities without libraries by dividing non-librared circulation by total circulation
- Step 3: Multiply the non-librared circulation percentage from step 2 by the total of the County libraries' operational expenditures from step 1.

**Table 1. County Library Formula – for County Library Portion of Budget Request**

		2016 for 2018 Budget	2017 for 2019 Budget	\$ Change	% Change
Operating Expenditures at County Libraries (2 years prior)		\$4,379,766	\$4,468,829	\$89,063	2.03%
Percentage Share of Countywide Non- Librared circulation (2 years prior)	x	22.103%	22.232%	N/A	0.6%
County Library Portion of Budget Request		\$968,048	\$993,500	\$25,452	2.6%

The Dwight Foster Public Library will continue to be the resource library for Jefferson County in 2019 handling the administrative work for the county library services board. There is \$500 allocated in the budget for those services. The Bridges Library System will handle the county library budgeting responsibilities. There is \$1,500 allocated to county library board expenses. The total administrative costs are less than 1% of the budget request. The remainder—and the vast majority of the funding--goes directly to libraries.

Additionally, \$157,601 has been requested by adjacent county libraries for reimbursement for circulations made in 2017 to Jefferson County residents who live in areas without libraries. This represents an increase of 0.5% over the 2018 reimbursement level. State law requires counties in Wisconsin to reimburse libraries at 70% of each library's cost for non-librared circulations to all adjacent counties. Paying libraries in adjacent counties allows citizens to receive library services across county lines, allows counties to leverage investments already in place by partially reimbursing existing libraries instead of building new ones making it a cost effective way to deliver services. Of the \$157,601 total, \$89,361 is to reimburse the Oconomowoc Public Library for use in 2017 by a significant populace in eastern Jefferson County. The \$157,601 allocation represents payments to 37 libraries in all five adjacent counties. It's important to note that payments coming to the Jefferson County libraries from adjacent counties for the last five years

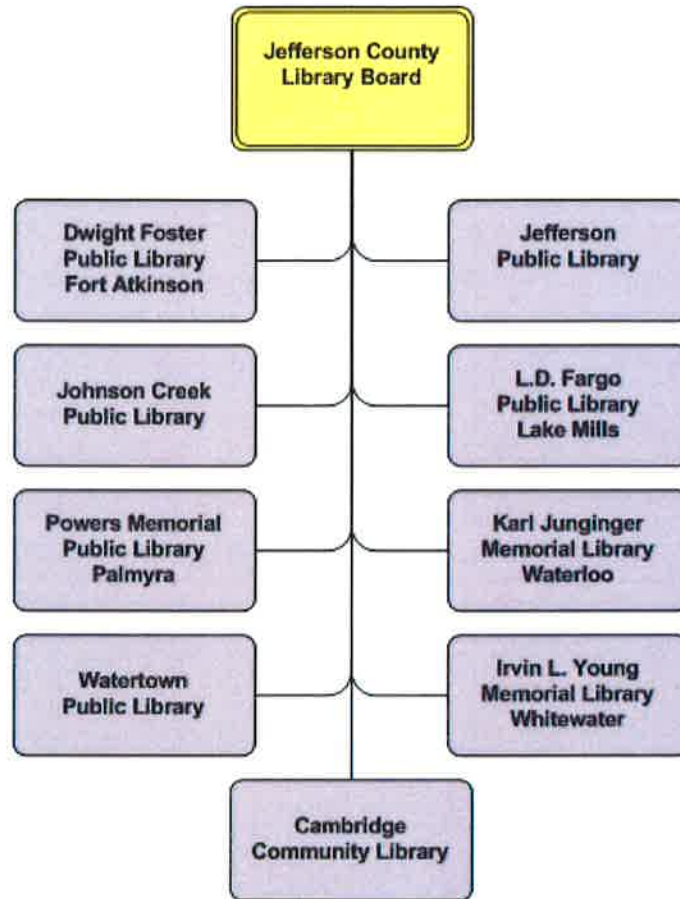
average \$352,637 per year resulting in a positive Jefferson County position of approximately \$200,000 on an annual basis.

After study, the County Library Board adopted a change in the formula that calculates how the funds are distributed to County libraries beginning in 2018. The new distribution formula includes a provision to limit library decreases to 5% or \$5,000 (whichever is in the library's favor)—helping to protect libraries from drastic decreases in funding. More stable funding allows libraries to better plan their service program from year to year.

The four-year technology capital plan that was funded in 2013 expired at the end of 2016. A study of libraries' technology related costs and the role of the County in supporting improvements will take place in 2019.

**The total 2019 budget request for library services is \$1,153,101.** This represents an overall 2.3% increase from last year. The county library board remains committed to the principles of the formula which reimburses libraries based on actual costs and usage from the previous year.

This budget attempts to continue the "fair share" funding balance between libaried and non- libaried residents. **All** the citizens of Jefferson County need their libraries now more than ever. While the public library was conceived in an age of information scarcity, today's networked world is one of information abundance and mobility. The spread of powerful digital information and communication technology has touched every aspect of daily life, creating new opportunities...and challenges. The Internet has become a critical gateway for accessing information, job opportunities, education, financial and government services, healthcare resources and civic preparation. The public library is at the center of these changes: a trusted community resource, an essential platform for learning, a bridge across the digital divide, and the nexus between the individual and the vast—and growing—body of information. Strong libraries build strong communities.



# Library

## Financial Summary

	2017 Actual	2018 Estimate	2018 Amended Budget	2019 Budget	Change from 2018 Amended Budget	
					\$	%
Revenues						
Total Revenues	-	-	-	-	-	0.00%
Expenditures						
Personnel Expenses	1,007	1,250	1,250	1,250	-	0.00%
Purchased Services	1,070,811	1,125,433	1,125,433	1,151,601	26,168	2.33%
Operating Costs	178	250	250	250	-	0.00%
Capital Items	-	-	-	-	-	-
Total Expenditures	1,071,996	1,126,933	1,126,933	1,153,101	26,168	2.32%
Property Taxes	1,072,311	1,126,933	1,126,933	1,153,101	26,168	2.32%
Addition to (Use of) Fund Balance	315	-	-	-		

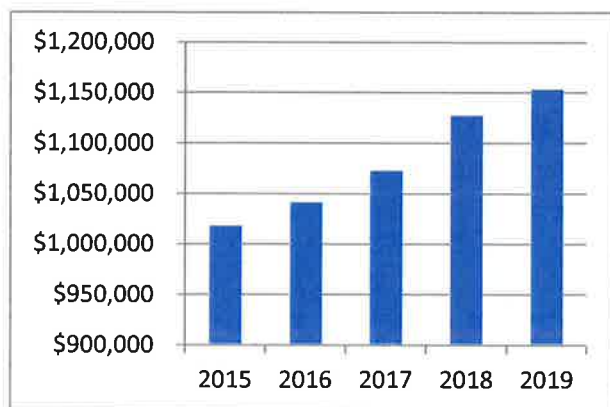
## Summary Highlights:

The 2019 budget provides \$1,153,101 in tax levy, which is a \$26,168 increase in levy from the 2018 amended budget due to an increase in circulations.

## Summary of Capital Items:

None

## Summary of Property Tax Levy



**Library-2019 BUDGET**

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
<b>12601 -County Libraries 43.12</b>								
<b>REVENUES</b>								
411100		General Property Taxes	917,461	484,025	968,049	968,049	993,500	993,500
<b>REVENUES TOTAL</b>			<b>917,461</b>	<b>484,025</b>	<b>968,049</b>	<b>968,049</b>	<b>993,500</b>	<b>993,500</b>
<b>REVENUES</b>			<b>917,461</b>	<b>484,025</b>	<b>968,049</b>	<b>968,049</b>	<b>993,500</b>	<b>993,500</b>
<b>TOTAL BUSINESS UNIT-12601 -County Libraries 43.12</b>			<b>917,461</b>	<b>484,025</b>	<b>968,049</b>	<b>968,049</b>	<b>993,500</b>	<b>993,500</b>
<b>12601111-Library Payment - Cambridge</b>								
<b>EXPENDITURES</b>								
529400		Library Payment - Cambridge	106,107	105,230	105,230	105,230	116,630	116,630
		OPERATING EXPENDITURES	106,107	105,230	105,230	105,230	116,630	116,630
<b>EXPENDITURES TOTAL</b>			<b>106,107</b>	<b>105,230</b>	<b>105,230</b>	<b>105,230</b>	<b>116,630</b>	<b>116,630</b>
<b>EXPENDITURES</b>			<b>106,107</b>	<b>105,230</b>	<b>105,230</b>	<b>105,230</b>	<b>116,630</b>	<b>116,630</b>
<b>TOTAL BUSINESS UNIT-12601111-Library Payment - Camt</b>			<b>106,107</b>	<b>105,230</b>	<b>105,230</b>	<b>105,230</b>	<b>116,630</b>	<b>116,630</b>
<b>12601141-Library Payment - Johnson Crk</b>								
<b>EXPENDITURES</b>								
529400		Library Payment - Johnson Crk	46,161	46,873	46,873	46,873	44,529	44,529
		OPERATING EXPENDITURES	46,161	46,873	46,873	46,873	44,529	44,529
<b>EXPENDITURES TOTAL</b>			<b>46,161</b>	<b>46,873</b>	<b>46,873</b>	<b>46,873</b>	<b>44,529</b>	<b>44,529</b>
<b>EXPENDITURES</b>			<b>46,161</b>	<b>46,873</b>	<b>46,873</b>	<b>46,873</b>	<b>44,529</b>	<b>44,529</b>
<b>TOTAL BUSINESS UNIT-12601141-Library Payment - John</b>			<b>46,161</b>	<b>46,873</b>	<b>46,873</b>	<b>46,873</b>	<b>44,529</b>	<b>44,529</b>
<b>12601171-Library Payment - Palmyra</b>								
<b>EXPENDITURES</b>								
529400		Library Payment - Palmyra	39,124	47,131	47,131	47,131	53,883	53,883
		OPERATING EXPENDITURES	39,124	47,131	47,131	47,131	53,883	53,883
<b>EXPENDITURES TOTAL</b>			<b>39,124</b>	<b>47,131</b>	<b>47,131</b>	<b>47,131</b>	<b>53,883</b>	<b>53,883</b>
<b>EXPENDITURES</b>			<b>39,124</b>	<b>47,131</b>	<b>47,131</b>	<b>47,131</b>	<b>53,883</b>	<b>53,883</b>
<b>TOTAL BUSINESS UNIT-12601171-Library Payment - Palm</b>			<b>39,124</b>	<b>47,131</b>	<b>47,131</b>	<b>47,131</b>	<b>53,883</b>	<b>53,883</b>
<b>12601226-Library Payment - Fort Atkinsn</b>								
<b>EXPENDITURES</b>								
529400		Library Payment - Fort Atkinsn	227,548	250,142	250,142	250,142	255,820	255,820
		OPERATING EXPENDITURES	227,548	250,142	250,142	250,142	255,820	255,820
<b>EXPENDITURES TOTAL</b>			<b>227,548</b>	<b>250,142</b>	<b>250,142</b>	<b>250,142</b>	<b>255,820</b>	<b>255,820</b>
<b>EXPENDITURES</b>			<b>227,548</b>	<b>250,142</b>	<b>250,142</b>	<b>250,142</b>	<b>255,820</b>	<b>255,820</b>
<b>TOTAL BUSINESS UNIT-12601226-Library Payment - Fort A</b>			<b>227,548</b>	<b>250,142</b>	<b>250,142</b>	<b>250,142</b>	<b>255,820</b>	<b>255,820</b>
<b>12601241-Library Payment - Jefferson</b>								
<b>EXPENDITURES</b>								
529400		Library Payment - Jefferson	107,930	102,930	102,930	102,930	101,577	101,577
		OPERATING EXPENDITURES	107,930	102,930	102,930	102,930	101,577	101,577
<b>EXPENDITURES TOTAL</b>			<b>107,930</b>	<b>102,930</b>	<b>102,930</b>	<b>102,930</b>	<b>101,577</b>	<b>101,577</b>

**Library-2019 BUDGET**

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
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<b>EXPENDITURES</b>			<b>107,930</b>	<b>102,930</b>	<b>102,930</b>	<b>102,930</b>	<b>101,577</b>	<b>101,577</b>
<b>TOTAL BUSINESS UNIT-12601241-Library Payment - Jefferson</b>			<b>107,930</b>	<b>102,930</b>	<b>102,930</b>	<b>102,930</b>	<b>101,577</b>	<b>101,577</b>

**12601246-Library Payment - Lake Mills**

<b>EXPENDITURES</b>								
529400	Library Payment - Lake Mills		99,532	115,281	115,281	115,281	125,415	125,415
	OPERATING EXPENDITURES		99,532	115,281	115,281	115,281	125,415	125,415
<b>EXPENDITURES TOTAL</b>			<b>99,532</b>	<b>115,281</b>	<b>115,281</b>	<b>115,281</b>	<b>125,415</b>	<b>125,415</b>
<b>EXPENDITURES</b>			<b>99,532</b>	<b>115,281</b>	<b>115,281</b>	<b>115,281</b>	<b>125,415</b>	<b>125,415</b>
<b>TOTAL BUSINESS UNIT-12601246-Library Payment - Lake Mills</b>			<b>99,532</b>	<b>115,281</b>	<b>115,281</b>	<b>115,281</b>	<b>125,415</b>	<b>125,415</b>

**12601290-Library Payment - Waterloo**

<b>EXPENDITURES</b>								
529400	Library Payment - Waterloo		30,704	28,168	29,168	29,168	28,040	28,040
	OPERATING EXPENDITURES		30,704	28,168	29,168	29,168	28,040	28,040
<b>EXPENDITURES TOTAL</b>			<b>30,704</b>	<b>28,168</b>	<b>29,168</b>	<b>29,168</b>	<b>28,040</b>	<b>28,040</b>
<b>EXPENDITURES</b>			<b>30,704</b>	<b>28,168</b>	<b>29,168</b>	<b>29,168</b>	<b>28,040</b>	<b>28,040</b>
<b>TOTAL BUSINESS UNIT-12601290-Library Payment - Waterloo</b>			<b>30,704</b>	<b>28,168</b>	<b>29,168</b>	<b>29,168</b>	<b>28,040</b>	<b>28,040</b>

**12601291-Library Payment - Watertown**

<b>EXPENDITURES</b>								
529400	Library Payment - Watertown		186,406	201,042	201,042	201,042	200,866	200,866
	OPERATING EXPENDITURES		186,406	201,042	201,042	201,042	200,866	200,866
<b>EXPENDITURES TOTAL</b>			<b>186,406</b>	<b>201,042</b>	<b>201,042</b>	<b>201,042</b>	<b>200,866</b>	<b>200,866</b>
<b>EXPENDITURES</b>			<b>186,406</b>	<b>201,042</b>	<b>201,042</b>	<b>201,042</b>	<b>200,866</b>	<b>200,866</b>
<b>TOTAL BUSINESS UNIT-12601291-Library Payment - Watertown</b>			<b>186,406</b>	<b>201,042</b>	<b>201,042</b>	<b>201,042</b>	<b>200,866</b>	<b>200,866</b>

**12601292-Library Payment - Whitewater**

<b>EXPENDITURES</b>								
529400	Library Payment - Whitewater		73,949	70,252	70,252	70,252	66,740	66,740
	OPERATING EXPENDITURES		73,949	70,252	70,252	70,252	66,740	66,740
<b>EXPENDITURES TOTAL</b>			<b>73,949</b>	<b>70,252</b>	<b>70,252</b>	<b>70,252</b>	<b>66,740</b>	<b>66,740</b>
<b>EXPENDITURES</b>			<b>73,949</b>	<b>70,252</b>	<b>70,252</b>	<b>70,252</b>	<b>66,740</b>	<b>66,740</b>
<b>TOTAL BUSINESS UNIT-12601292-Library Payment - Whitewater</b>			<b>73,949</b>	<b>70,252</b>	<b>70,252</b>	<b>70,252</b>	<b>66,740</b>	<b>66,740</b>

**12602 -Library Admin 43.60**

<b>REVENUES</b>								
411100	General Property Taxes		2,000	1,000	2,000	2,000	2,000	2,000
<b>REVENUES TOTAL</b>			<b>2,000</b>	<b>1,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>EXPENDITURES</b>								
512141	Social Security		72	42	30	30	30	30
	FRINGE TOTAL		72	42	30	30	30	30
514151	Per Diem		935	550	1,220	1,220	1,220	1,220
529401	Resource Library Payment		500	1,000	500	500	500	500

**Library-2019 BUDGET**

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
532332		Mileage	178	127	250	250	250	250
		OPERATING EXPENDITURES	1,613	1,677	1,970	1,970	1,970	1,970
		<b>EXPENDITURES TOTAL</b>	<b>1,684</b>	<b>1,719</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
		<b>REVENUES</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
		<b>EXPENDITURES</b>	<b>1,684</b>	<b>1,719</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>TOTAL BUSINESS UNIT-12602 -Library Admin 43.60</b>			<b>(316)</b>	<b>719</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**12603 -Adjacent Libraries 43.12**

<b>REVENUES</b>								
411100		General Property Taxes	152,850	78,442	156,884	156,884	157,601	157,601
		<b>REVENUES TOTAL</b>	<b>152,850</b>	<b>78,442</b>	<b>156,884</b>	<b>156,884</b>	<b>157,601</b>	<b>157,601</b>
		<b>REVENUES</b>	<b>152,850</b>	<b>78,442</b>	<b>156,884</b>	<b>156,884</b>	<b>157,601</b>	<b>157,601</b>
<b>TOTAL BUSINESS UNIT-12603 -Adjacent Libraries 43.12</b>			<b>152,850</b>	<b>78,442</b>	<b>156,884</b>	<b>156,884</b>	<b>157,601</b>	<b>157,601</b>

**12603350-Library Payment - Dane County**

<b>EXPENDITURES</b>								
529400		Library Payment - Dane County	15,717	14,928	14,928	14,928	16,307	16,307
		OPERATING EXPENDITURES	15,717	14,928	14,928	14,928	16,307	16,307
		<b>EXPENDITURES TOTAL</b>	<b>15,717</b>	<b>14,928</b>	<b>14,928</b>	<b>14,928</b>	<b>16,307</b>	<b>16,307</b>
		<b>EXPENDITURES</b>	<b>15,717</b>	<b>14,928</b>	<b>14,928</b>	<b>14,928</b>	<b>16,307</b>	<b>16,307</b>
<b>TOTAL BUSINESS UNIT-12603350-Library Payment - Dane</b>			<b>15,717</b>	<b>14,928</b>	<b>14,928</b>	<b>14,928</b>	<b>16,307</b>	<b>16,307</b>

**12603351-Library Payment - Dodge County**

<b>EXPENDITURES</b>								
529400		Library Payment - Dodge County	477	568	568	568	889	889
		OPERATING EXPENDITURES	477	568	568	568	889	889
		<b>EXPENDITURES TOTAL</b>	<b>477</b>	<b>568</b>	<b>568</b>	<b>568</b>	<b>889</b>	<b>889</b>
		<b>EXPENDITURES</b>	<b>477</b>	<b>568</b>	<b>568</b>	<b>568</b>	<b>889</b>	<b>889</b>
<b>TOTAL BUSINESS UNIT-12603351-Library Payment - Dodge</b>			<b>477</b>	<b>568</b>	<b>568</b>	<b>568</b>	<b>889</b>	<b>889</b>

**12603352-Library Payment - Rock County**

<b>EXPENDITURES</b>								
529400		Library Payment - Rock County	14,880	13,051	13,051	13,051	10,834	10,834
		OPERATING EXPENDITURES	14,880	13,051	13,051	13,051	10,834	10,834
		<b>EXPENDITURES TOTAL</b>	<b>14,880</b>	<b>13,051</b>	<b>13,051</b>	<b>13,051</b>	<b>10,834</b>	<b>10,834</b>
		<b>EXPENDITURES</b>	<b>14,880</b>	<b>13,051</b>	<b>13,051</b>	<b>13,051</b>	<b>10,834</b>	<b>10,834</b>
<b>TOTAL BUSINESS UNIT-12603352-Library Payment - Rock</b>			<b>14,880</b>	<b>13,051</b>	<b>13,051</b>	<b>13,051</b>	<b>10,834</b>	<b>10,834</b>

**12603353-Library Payment - Walworth Cty**

<b>EXPENDITURES</b>								
529400		Library Payment - Walworth Cty	534	-	-	-	130	130
		OPERATING EXPENDITURES	534	-	-	-	130	130
		<b>EXPENDITURES TOTAL</b>	<b>534</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>130</b>	<b>130</b>
		<b>EXPENDITURES</b>	<b>534</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>130</b>	<b>130</b>

**Library-2019 BUDGET**

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
<b>TOTAL BUSINESS UNIT-12603353-Library Payment - Walw</b>			<b>534</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>130</b>	<b>130</b>
<b>12603354-Library Payment - Waukesha Cty</b>								
<b>EXPENDITURES</b>								
529400		Library Payment - Waukesha Cty	121,242	128,337	128,337	128,337	129,441	129,441
		OPERATING EXPENDITURES	121,242	128,337	128,337	128,337	129,441	129,441
		<b>EXPENDITURES TOTAL</b>	<b>121,242</b>	<b>128,337</b>	<b>128,337</b>	<b>128,337</b>	<b>129,441</b>	<b>129,441</b>
		<b>EXPENDITURES</b>	<b>121,242</b>	<b>128,337</b>	<b>128,337</b>	<b>128,337</b>	<b>129,441</b>	<b>129,441</b>
<b>TOTAL BUSINESS UNIT-12603354-Library Payment - Wauk</b>			<b>121,242</b>	<b>128,337</b>	<b>128,337</b>	<b>128,337</b>	<b>129,441</b>	<b>129,441</b>
		<b>REVENUES</b>	<b>1,072,311</b>	<b>563,467</b>	<b>1,126,933</b>	<b>1,126,933</b>	<b>1,153,101</b>	<b>1,153,101</b>
		<b>EXPENDITURES</b>	<b>1,071,995</b>	<b>1,125,652</b>	<b>1,126,933</b>	<b>1,126,933</b>	<b>1,153,101</b>	<b>1,153,101</b>
<b>TOTAL Library DEPARTMENT</b>			<b>(316)</b>	<b>562,186</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>